



Current Users Please Login				
User ID:				
Password:				
	Continue			
N	ew Users Sign Up Here			
The state of the s	nstructions and Forms			

This is the Login Screen for the Language survey program. New users will click the "New Users Sign Up Here" button. Approved users will fill in their User ID and Password.





Master Language Survey Coordinator Accounts or Master Implementation Plan Coordinator Account Sign-Up

Please Pick Your Department
SAMPLE DEPARTMENT
C I am the Master Implementation Plan Coordinator.
■ I am the Master Department Level Coordinator for the Language Survey. I can enter data for any unit in the department
C I am an Assistant Reporting Coordinator for the Language Survey. I can enter data for specific units in the department.
Continue

Duc has been assigned as the Master Departmental Level Coordinator for the Language Survey.

This means that Duc will be able to approve new assistant coordinators, create reporting groups, and view, enter, and edit for all the reporting groups in the department.

Master Language Survey Coordinator Accounts or Master Implementation Plan Coordinator Account Sign-Up



Language Survey



First Name:	Duc Last: Tran	
Address:	801 Capitol	IMS:
City:	State: CA Zip: 95814	
Email:	dtran@spb.ca.gov If you do not have an e-mail address, type <i>None</i>	
Phone:	916-651-7841 Extension:	
	Sign Me Up	

Duc fills out the requested information and clicks the "Sign Me Up" button.

Exit

Welcome to the Language Survey Program and the Implementation Program Questionnaire Process!

Signup Complete

Please print this out for future reference. If you forget your password, Call the State Personnel Board Language Survey Program (916.651-8220).

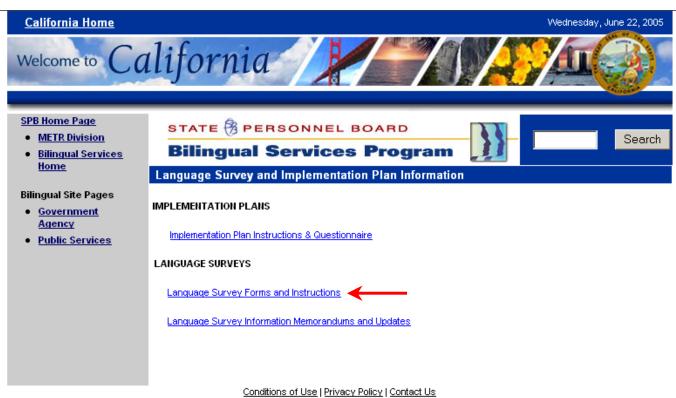
User ID: DTran Password: TranXX00

Department: SAMPLE DEPARTMENT
Reporting Group: Master
Email: dtran@spb.ca.gov
First Name: Duc
Last Name: Tran
Phone: 9166517841

Extension:

Thank you for signing up. Someone from the SPB Bilingual Services Unit Staff will approve your account. You will not be able to access this account until you have been activated. If you have any questions, or if your account is not active within 24 hours, please call the Bilingual Services Unit at (916) 651-8417.

Return Login Page



Conditions of Use | Privacy Policy | Contact Us © 2004 State of California. The Dymally-Alatorre Bilingual Services Act (Act) requires state departments to conduct a biennial survey of their public contacts, by language, and report the results to the State Personnel Board (SPB) by March 31st of every even-numbered year. The language survey collects information relative to the number of bilingual staff employed in public contact positions, the number and percentage of contacts received from non- or limited-English speaking individuals served by state departments and a variety of other relevant information to document their compliance with the Act.

The forms, instructions and other related information provided on this Web site are for use in conducting and reporting the department's language survey data. Each department must designates a Language Survey Coordinator who is responsible for overseeing the administration of its survey and for ensuring that complete and accurate information is reported to the SPB.

Language Survey

FORMS, INSTRUCTIONS, AND INFORMATION

- Language Survey Checklist
- Identifying Bilingual Position Needs and Calculating <u>Deficiencies</u> - WORD Document
- Language Identification Guide
- <u>Language Survey Training Memorandum</u> Adobe Acrobat Document

- Form A Departmental Information
- Form B Public Contact Tally Sheet (Verbal Contacts)
- Form C Public Contact Employee Information
- . Form D Unit Staff Summary
- Form E Unit Contacts (Verbal) Summary
- Form F Internal Populations Counts and Ratios
- Form G Request for Exemption
- Form H Language Code Guide
- Form I Unit Written Contacts Tally and Summary

New Forms

- Frequently Asked Questions
- · Ethnologue: Languages of the World

State Personnel Board Home Page

Language Survey Login





Login.cfm							
Current Users Please Login							
User ID: dtran							
Password:	•••••						
Continue							
	1						
New Users Sign Up Here							
	Instructions and Forms						

Exit to the SPB Home Page

This is the Login Screen for the Language survey program. New users will click the "New Users Sign Up Here" button. Approved users will fill in their User ID and Password.

If user already has signed up and forgot User ID and/or Password, please contact your Bilingual Service Analyst.

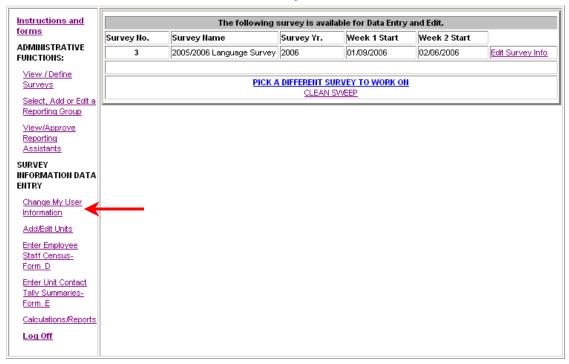
Enter Data for current survey: 2005-2006 Edit Data for previous survey: 2003/2004

Coordinators will choose the current survey year to input their survey data. Coordinators are able to utilize 2003/2004 data for reference.





2005-2006 Survey



If necessary, coordinators will click "Change My User Information" to update their new information.





2005/2006 Language Survey

Instructions and forms						
ADMINISTRATIVE FUNCTIONS:		Language Coordinator Information Correction				
View / Define	First Name:	Duc Last: Tran				
Surveys Select, Add or Edit a Reporting Group	Address:	801 Capitol				
View/Approve Reporting Assistants SURVEY	City:	State: CA Zip:				
INFORMATION DATA ENTRY	Email:	dtran@spb.ca.gov If you do not have an e-mail address, type <i>None</i>				
Change My User Information	Phone:	9166517841 Extension:				
Add/Edit Units Enter Employee Staff Census- Form D		Change My Data				
Enter Unit Contact Tally Summaries- Form E						
Calculations/Reports Log Off						





2005/2006 Language Survey

Instructions and forms

ADMINISTRATIVE FUNCTIONS:

<u>View / Define</u> <u>Surveys</u>

Select, Add or Edit a Reporting Group

View/Approve Reporting Assistants

SURVEY INFORMATION DATA ENTRY

Change My User Information

Add/Edit Units

Enter Employee Staff Census-Form D

Enter Unit Contact Tally Summaries-Form E

Calculations/Reports

Log Off

Your Information has been changed.

User ID: DTran Password: TranXX00

Department: SAMPLE DEPARTMENT Reporting Group: Master Email: dtran@spb.ca.gov First Name: Duc Last Name: Tran Phone: 9166517841 Extension:

> Address: 801 Capitol , Sacramento, CA

> > IMS: E-9

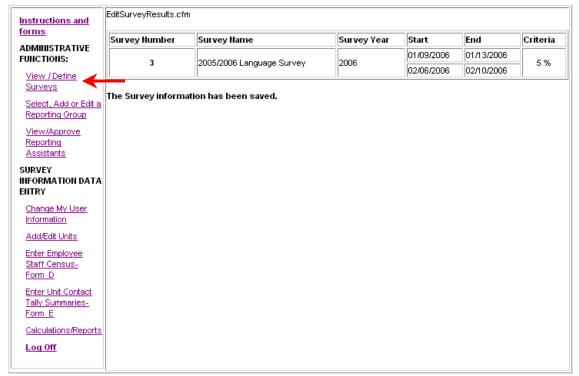
If you have any questions, please call the Bilingual Services Unit at (916) 651-8417.

Print out confirmation page for future reference.





SPB Language Survey Program /2006 Language Survey

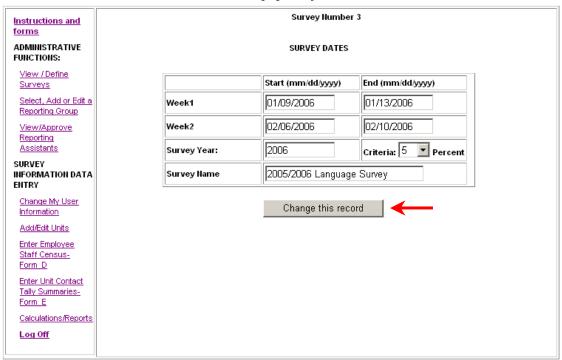


Click "View/Define Surveys" to define survey weeks.





2005/2006 Language Survey

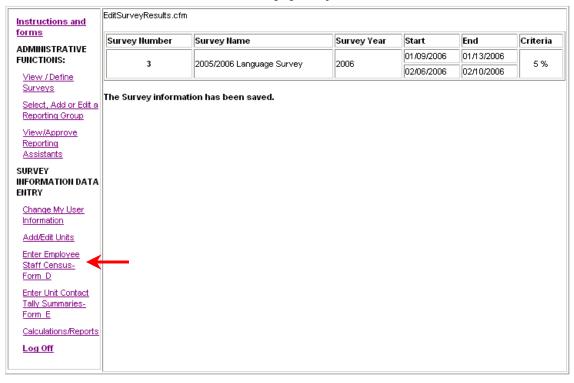


Survey weeks must be non-consecutive. The Criteria refers to the formula the department uses to establish bilingual positions. The Act required departments to staff bilingual positions if any local office receives 5% or more contacts, but some departments choose to use 2.5% as their criteria. The SPB requires that each survey week must have five working days. Click the "Change this record" button to save the





SPB Language Survey Program /2006 Language Survey



BILINGUAL SERVICES PROGRAM

2003 Language Survey

	Instructions and	UnitStaff1.cfm Form D - Unit Staff Census - Public Contact Staff Totals								
	ADMINISTRATIVE FUNCTIONS:	Unit: Accounting County: SACRAMENTO Zip Code: 95814						Staff Receiving Bilingual Pay:		
	<u>View / Define</u> Surveys	Total Unit Public Contact Staff: 56.00 (The sum of all public contact staff)								
	Select, Add or Edit a Reporting Group	TOTAL UNIT STAFF Counts Include all English Speaking AND Bilingual public contact employees								
	<u>View/Approve</u> Reporting	Humber of Full Time Part Time (FT Equiv.) Intermitte Staff: Equiv.) Staff:			Interm	ittent Hou	ırs:			
	<u>Assistants</u>	2.00	4.00		0.00		0.00			
	SURVEY INFORMATION DATA ENTRY			Upda	ate Unit S	Staff Totals				
	Change My User Information	All Done - No more Staff to add.								
	Add/Edit Units	BILINGUAL STAFF Counts on File								
	Enter Employee Staff Census- Form D	LANGUAGE	Certified / No	ot Certified	FT	PT (FT Equiv.)	Int (FT Equiv.)	IntHrs	Action	Contacts*
	Enter Unit Contact Tally Summaries-	English								20
	Form E Calculations/Reports		CERTIFIE	D (Bilingual Pay)	0.00	0.00	0.00	0.00		<u>0</u>
	Log Off	<u>Delete</u>	CERTIFIED	(No Bilingual Pay)	0.00	0.00	0.00	0.00	<u>Change</u> <u>Count</u>	
				FIED Bilingual Staff	0.00	0.00	0.00	0.00		
			CERTIFIE	ED (Bilingual Pay)	3.00	1.00	0.00	0.00		<u>5</u>
		Delete CANTONESE	CERTIFIED	(No Bilingual Pay)	65.00	0.00	0.00	0.00	Change Count	
			NOT CERTI	FIED Bilingual Staff	65.00	0.00	0.00	0.00		
	nge to Form			ED (Bilingual Pay)	0.00	0.00	0.00	0.00	-	10
are divide	ed into three	Delete FRENCH		(No Bilingual Pay)	0.00	0.00	0.00	0.00	Change Count	
categories.				FIED Bilingual Staff	0.00	0.00	0.00	0.00		
				ED (Bilingual Pay)	0.00	0.00	0.00	0.00		<u>15</u>
		Delete SPANISH		(No Bilingual Pay)	0.00	0.00	0.00	0.00	Change Count	
			NOT CERTI	FIED Bilingual Staff		0.00	0.00	0.00		
		ADD BILINGUAL STAFF Counts (DO NOT ENTER CONTACTS ON THIS PAGE.)								
Slight change t	to Form		le also los		guage:			<u>▼</u>		
D. The bilingu	ıal staff			nguage is no please enter	it here:					
are divided int	to three	CERTIFIED	0.00		T Equiv.)		Int (FT Equ	uiv.)	- Io	IntHrs
categories.	categories.		0.00			0.00			0.	
		CERTIFIED (No Bilingual Pay) 0.00 0.00				0.00			0.00	
		Bilingual Staff	0.00	0.00		Jo).00		0.	UU
			Add Bilingual STAFF Counts							
	All Done - No more Staff to add.									





SPB Language Survey Program;/2006 Language Survey

DEALINGTE A TIME	Survey Number	Survey Name	Survey Year	Start	End	Criteria
ADMINISTRATIVE FUNCTIONS:		2005/2006 Language Survey	2006	01/09/2006	01/13/2006	5 %
View / Define	3	2005/2006 Language Survey	2006	02/06/2006	02/10/2006	3 70
<u>Surveys</u>						
Select, Add or Edit a	The Survey informa	ation has been saved.				
Reporting Group						
View/Approve						
Reporting Assistants						
URVEY						
UKVET IFORMATION DATA						
NTRY						
<u>Information</u>						
Information Add/Edit Units Enter Employee						
Information Add/Edit Units Enter Employee Staff Census-						
Information Add/Edit Units Enter Employee Staff Census- Form D						
Change My User Information Add/Edit Units Enter Employee Staff Census- Form D Enter Unit Contact Tally Summaries-						
Information Add/Edit Units Enter Employee Staff Census- Form D						
Information Add/Edit Units Enter Employee Staff Census- Form D Enter Unit Contact Tally Summaries-						





2003 Language Survey

	Instructions and forms	Report Menu				
	ADMINISTRATIVE FUNCTIONS: View / Define Surveys	These reports will open in a new window. To print them, use the "print" icon on your browser or select "File", then "Print" from the browser menu bar <i>while viewing your report</i> . To return to this page, close the report by clicking on the "x" in the upper right hand corner of the window.				
Select, Add or Edit a Reporting Group		*All Units by Reporting Group	Contains the detail survey data for each unit, by reporting group.			
	View/Approve Reporting Assistants SURVEY INFORMATION DATA ENTRY Change My User Information Add/Edit Units	*Reporting Group Summary	Contains the summary survey data for all units within each reporting group.			
		*Choose a Unit to Print	Contains the detail survey data for one unit selected by the user.			
		*Deficiency Report	Contains the detail survey data only for those units where a deficiency was identified.			
Add/Edit Ur Enter Emplo Staff Cens Form D Enter Unit (*Department Summary	Contains the summary survey data for the entire department statewide.			
	Enter Unit Contact	*UPDATED - Recommended Staffing Summary by Department / Reporting Group	Contains the detail survey data only for those units that received significant numbers of non-English contacts that did not meet the 5% threshold. The report includes recommended bilingual staffing for these units sorted by Reporting Group.			
	Tally Summaries- Form E Calculations/Reports Log Off	*NEW - Recommended Staffing Summary by Department / County	Contains the detail survey data only for those units that received significant numbers of non-English contacts that did not meet the 5% threshold. The report includes recommended bilingual staffing for these units sorted by County.			
New reports to		*UPDATED - Units with No Significant Non-English Contacts	Contains the detail information to identify those units where no significant (less than 5% or 25 contacts) non- English contacts were reported.			
New reports to assist Coordinators		*UPDATED - Units with 5% or Greater Non-English Contacts	Contains the detail information to identify those units where the contacts met the 5% threshold for a non- English language.			
		*UPDATED - Units Participating in Language Survey	Contains summary information for each unit participating in the language survey, by county.			
	_	*UPDATED - Public Contact Unit Staffing	Contains summary information on total staff and bilingual staff for each unit, by county.			
		ANALYSIS REPORTS:				

Coordinators will be able to utilize the new reports (in yellow). Analysis Reports will be gone and it will display "Compliance Report". These are the tables that you will use to drop the survey into the Compliance Report Document.